

GENERAL DEVELOPMENT PLAN AMENDMENT (GDPA) CHECKLIST	
Project Name:	Map #: Group: Parcel #:
Contact Person:	GDPA File Number:

The General Development Plan Amendment (GDPA) checklist is designed to assist applicants with identifying the information that must be included on all GDPA applications. Initial submittals must include a completed Planning Commission Application Form, a completed GDPA checklist, and nine (9) folded copies of the GDPA documents by **4:30 PM** on the submittal deadline. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. If you have any additional questions, please contact the Planning Division staff member assigned to your application.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Date of pre-application meeting with Staff – Date: _____ Staff Member: _____ <input type="checkbox"/> Agent letter, if application not signed by the property owner <input type="checkbox"/> Site Data Table listing: property owner name, existing land use, proposed land use, existing property zoning, proposed property zoning, size of property, Tax Map and Parcel #, site address, pertinent bulk regulation information, if any. <input type="checkbox"/> Written description of the proposed project, including information addressing the overall concept, proposed uses and development schedule of the project. Explain why it is necessary to amend the General Development Plan and provide a detailed evaluation of the requested amendment according to its potential impact on the following criteria: <ul style="list-style-type: none"> ○ Land use compatibility with surrounding area. ○ Impact on transportation system and expected traffic impacts. ○ Sanitary sewer and water services. ○ Encroachment on the natural environment. ○ Overall environmental impact on adjacent properties (auditory/visual impacts, obnoxious odors, etc.). ○ Storm water runoff hazards. ○ Impacts on community facilities. <input type="checkbox"/> Generalized Concept Plan map of the area drawn at a scale of at least 1"=200'. | <ul style="list-style-type: none"> <input type="checkbox"/> Property boundary lines, dimensions, topography, general physical features of the property, and a location map of the proposed project. <input type="checkbox"/> Identification of surrounding property owners according to the <u>latest tax roll available at the Sumner County Property Assessor's Office</u>. This information must be labeled on the Concept Plan and also provided in a printed list showing the <u>owner name, mailing address, and tax map and parcel information</u>. <input type="checkbox"/> Generalized transportation plan including routes of proposed major streets, driveways, sidewalks, and pedestrian ways. <input type="checkbox"/> Identification of the proposed use of the property, including a tabulation of the land area to be devoted to various uses and activities and overall densities. <input type="checkbox"/> Identify areas of existing tree growth and areas proposed to be retained or used to meet open space and buffer yard requirements. <input type="checkbox"/> General location and description of the types of utilities and proposed storm drainage. <input type="checkbox"/> Preliminary estimates of traffic volumes and movements to and from the completed project and along the boundary streets. <input type="checkbox"/> General information sufficient to describe the general design of the development as required by the City Planner. <input type="checkbox"/> A preliminary time schedule for completion of the entire project. |
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Note: Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Planning Division by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.